

REQUEST FOR AUTHORIZATION BY PRIMARY  
OPERATING UNIT FOR OFFICIAL ENTERTAINMENT

TO: ☐ CFO & Assistant Secretary for ☒ Director of Administration

Expenditure of more than \$1000 to be paid by Gifts and Bequest Fund, must be sent to Chief Financial Officer (CFO) and Assistant Secretary for Administration; \$1000 or less can be approved by an authorized official within primary operating unit.

FROM: 

(Name and Title)

(Signature and Date)

Patrick Mulloy, AS/MAC

1. Description of Function *(Include date and place)*

Breakfast hosted by the Under Secretary for the U.S./Japan Construction Talks. Breakfast will be held at he Hay-Adams Hotel, 800 16th Street, NW on Thursday, December 30, 1999 at 7:30 a.m.

2. Justification

Project is essential to further objectives ☒ Yes ☐ No Objective could not be furthered as effectively without project: ☐ Yes ☐ No

Briefly explain why costs are reasonable:

The US will chair the third round of discussions in the Two year Review of the US/Japan Major Project agreement.

|  |   |
|--|---|
| 3. Estimated Cost <i>(Attach separate list of individual items and amounts.)</i> | 4. Source of Funds  |
| \$250.00   | <input type="checkbox"/> Appropriated Funds                                   |
|  | <input type="checkbox"/> Gift and Bequest Funds                               |
|  | <input checked="" type="checkbox"/> Domestic Hospitality                      |
|  | <input type="checkbox"/> Mutual Educational and Cultural Exchange Act (MECEA) |

5. Guest List *(Attach separate list including title and affiliation and title of each non-Governmental attendee.)*

See Attachment

6. Government Attendees *(Attach separate list including Department affiliation and title of each individual.)*

If more that 50% of total attendees are Federal employees is the function primarily for the benefit of the Government rather than the employees?

☐ Yes ☐ No

See Attachment

GUEST LIST

NAME

TITLE

AFFILIATION

GOVERNMENT ATTENDEES

| <u>NAME</u> | <u>TITLE</u> | <u>AFFILIATION</u> |
|-------------|--------------|--------------------|
|-------------|--------------|--------------------|

ESTIMATED COST FOR INDIVIDUAL ITEMS

| <u>INDIVIDUAL ITEMS</u> | <u>ESTIMATED COST</u> |
|-------------------------|-----------------------|
|-------------------------|-----------------------|

JUSTIFICATION FOR LATE SUBMISSION